

SECRET

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25687*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Asst. Deputy Director (Administration)(I&S)

DATE: 7 February 1952

FROM : Acting Deputy Director (Administration)

SUBJECT: Personnel Ceiling.

1. In order to insure the orderly expansion of the Agency with greater personnel selectivity and within the over-all ceiling established by the Director on 21 January 1952, it is necessary to establish personnel ceilings for all components of the Agency and to reduce the present rate of entering personnel on duty.

2. On 4 February 1952, the Director approved of "on duty" personnel ceilings for your departmental staff of [] and for your [] staff of []. Your presently authorized tables of organization call for [] departmental staff []

[] It is understood that you may, in consultation with this Office, make such internal adjustments as you deem appropriate, provided the total ceiling for the components under your jurisdiction is not exceeded.

3. The Director also approved of entering on duty as many of the personnel now "in process" as can be cleared and are found to be in every respect completely qualified for long term duty with this Agency. He emphasized the necessity of applying these standards to future recruiting and directed that through greater selectivity the basic rate of entering personnel on duty be reduced to approximately [] per month.

4. It is requested that you advise this Office at the earliest practicable date of any immediate internal ceiling adjustments which you desire to make and that, in consideration of the established ceilings and in consultation with the appropriate Administrative Offices, the Agency components under your jurisdiction re-examine their personnel and other administrative support requirements without delay.

[]
L. K. WHITEActing Deputy Director
(Administration)**SECRET**